

Guide to use the supplier community

Access the supplier community

1. Go to <https://spxdrycooling.force.com/supplier>
2. Log in with your email as username and with the password that you created when you accessed the platform for the first time.

Features available on the platform

- Update your profile information
 - Change your personal information and your contact details
- Update your account information
 - Change your company and your payment transaction information
- Send new assessments
- Get an overview of the assessments in evaluation

Update your profile information

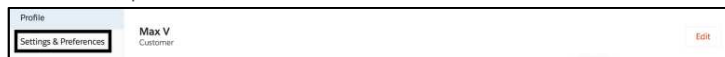
1. On the home page, click on the down arrow in the right edge of the navigation bar and then select **My Profile** in the dropdown menu.



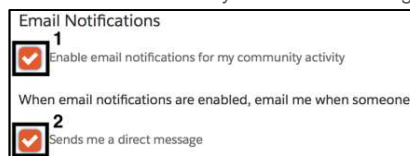
2. Click on the **Edit** button in the **Profile** menu to modify your personal information.



3. Click on the **Settings & Preferences** menu in the sidebar to modify your contact information, password, location and notifications.



- a. Enable the email notifications for your community activity (such as the acceptance/rejection of an assessment) by checking the first box.
- b. If you have checked the first box, you have the option to receive an email when someone sends you a direct message by checking the second box.

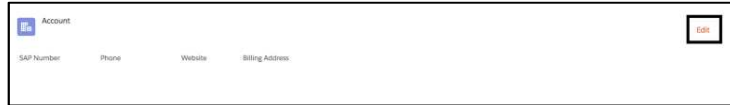


Update your account information

1. On the home page, click on the down arrow in the right edge of the navigation bar and then select **My Account** in the dropdown menu.

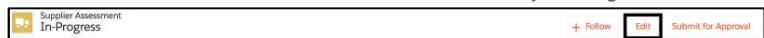


2. Click on the **Edit** button to modify your company information and general payment transaction info.



Send new assessments

1. On the home page, click on the **Start New Assessment** button.
2. Fill in the information and click **Confirm**.
3. Fill in all the further information about the assessment by clicking the **Edit** button.

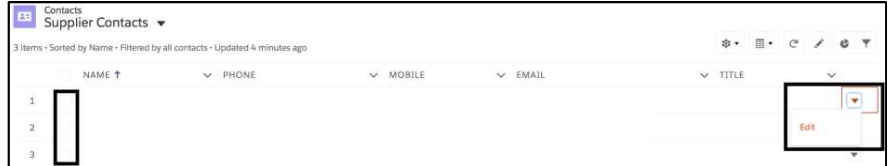


4. Upload files by going to the **File Upload** menu. Then drag and drop in the relevant area or click on the **Upload Files** button to upload the files.



Click on **Add Files** to add extra files.

5. Edit the contact details by going to the **Contact Details** menu. Modify the information by clicking on the down arrow on the right edge of each contact line. And select the contact persons by checking the checkboxes on the left.



6. Update your company account details by going to the **Company Information** menu and clicking on the down arrow at the end of the company line.

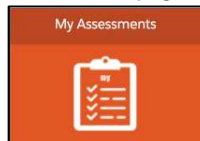


7. Submit by clicking on the **Submit for Approval** button. You have the possibility to add any comments.



Get an overview of the assessments in evaluation

1. On the home page, click on the **My Assessments** button.



2. The state of each assessment is indicated by the **STATUS** column. If the assessment is accepted/rejected, you will be informed by email.
3. If you want to see or edit the details of any assessment, click on it. You will access the same menu as when you submitted the assessment.